



DEPARTMENT OF THE NAVY
PERSONNEL SUPPORT ACTIVITY
937 NORTH HARBOR DRIVE
SAN DIEGO, CALIFORNIA 92132-5190

PERSUPPACTSANDIEGOINST 5230.3A
Code N6
20 January 1998

PERSUPPACT SAN DIEGO INSTRUCTION 5230.3A

Subj: DETACHMENT SYSTEMS ADMINISTRATOR (SA)

Encl: (1) Sample Detachment Assistant Systems Administrator
(ASA) letter

1. Purpose. To establish the Systems Administrator duties and responsibilities. The SA will be the detachment's single point-of-contact for communications-computer matters and other duties outlined in current Position Description (PD). The SA will be responsible for the management and accountability, in coordination with the OIC, of all computer resources at the detachment and will serve as the single point of contact on all matters concerning computer resources for PERSUPPACT Code N6. This includes but is not limited to the management and control of resources; internal movement of assets, coordination of procurement, repairs, turn-ins and transfers.

2. Background. The responsibility for the accounting of computer assets has become a major concern throughout the Department of Defense and recent DOD area wide audits indicate that accountability and control of computer resources are inadequate. This was due in part to commands overlapping responsibility/accountability for communications-computer resources. Combining the responsibilities for all communications-computer related matters into the SA function will provide a single point of contact at the detachment level.

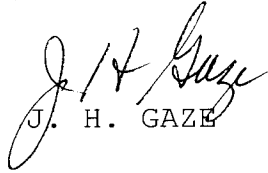
3. Action

a. Code N6 will implement and coordinate training of the designated SA and ASA to perform preventive maintenance, basic diagnostic services, manage computer resources under minor property accounts (a separate account with only computer assets), and other duties pertaining to computer and/or network support.

b. Using enclosure (1) as a sample, Officers in Charge will designate, in writing, an Assistant Systems Administrator (ASA), who will also serve as the Terminal Area Security Officer (TASO), and forward a copy of the designating letter to PERSUPPACT Code N6. Personnel appointed as the ASA will be assigned to the Detachment System Administrator to perform duties as outlined in the Systems Administrator PD for a minimum of 75% of the workday and must have at least 12 months remaining on their prescribed tour. Replacements for the Assistant SA should be designated 30 days prior to the incumbent's projected loss date.

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c. Request for waivers to appointing an ASA will be addressed in writing to the Executive Officer via N6.


J. H. GAZE

Distribution:

PERSUPPACTSANDIEGOINST 5216.1H LIST II

SAMPLE ASA DESIGNATION LETTER

5230
(Det Code/Serial)

From: Officer in Charge, Personnel Support Activity Detachment,

To: PN2 Alpha J. Jones, USN, 123-45-6789

Subj: DESIGNATION AS DETACHMENT ASSISTANT SYSTEMS ADMINISTRATOR
(ASA)

Ref: (a) PERSUPPACTSDIEGOINST 5230.3A

1. You are designated Detachment Assistant Systems Administrator(ASA). You will be guided by reference (a) in the performance of your duties.

2. This letter supersedes all previous letters of designation pertaining to computer support.

/s/Officer in Charge

Copy to:
PERSUPPACT, San Diego (Code N6)
Detachment Systems Administrator
Service Record

Enclosure (1)